



MINUTEMAN INFORMER
May – September 2003

IN THIS ISSUE:

<u>ARTICLE</u>	<u>PAGE</u>
HRO Office Numbers	1
HRO Officer	2
Equal Employment Opportunity	3-5
Health Services	6-8
AGR Personnel	9-10
Employee Relations	11
Employee Development	12

HUMAN RESOURCE OFFICE

Director	COL Shawn Keyes	562-0852
Admin Suppt Asst.	SPC Nellisha McLeary	562-0851
Labor Relations Officer	CW2 Mickey McGuire	562-0857
State EEO Manager	MSgt Kathey McCready	562-0854
EEO Specialist	SPC Vanessa Platt	562-0856
AGR Manager	LTC Nicholas Chimienti	562-0882
AGR Staffing Specialist	Sharon Marrazzo	562-0860
Staffing Specialist	CW2 Michele Thomas	562-0872
Staffing Assistant	Colleen Joseph	562-0871
Senior Personnel NCO	MSG Michael Zelenski	562-0863
Personnel Technician	SPC Nicole Latham	562-0861
Personnel Mmgt Specialist	SFC Joyce Locklear	562-0878
Personnel Mmgt Specialist	Lorraine Jamison	562-0877
Personnel Services Mgr.	MAJ Daniel Mahon	562-0853
Employee Develop Spec	1Lt Devon Hanson	562-0874
Classification Specialist	CPT Paul Rumberger	562-0873
Classification Assistant	TSgt Barbara Alcott	562-0870
Classification Assistant	SSgt Diane Hess	562-0889
Employee Relations Spec	CMSgt Kathy Christian	562-0881
Personnel Assistant	SPC Selicia Davis	562-0867
Personnel Assistant	PFC Tawasha Vann-Weaver	562-0866
Personnel Assistant	Cathy Timmons	562-0887
Personnel Assistant	SPC Elizabeth Obuobisa	562-0864
Health System Specialist	SrA Jacquelyn Bertrand	562-0858

Standard Day Off CY2003

January 06 January 21	April 14 April 28	July 07 July 21	October 14 October 27
February 03 February 18	May 12 May 27	August 04 August 18	November 10 November 24
March 03 March 17 March 31	June 09 June 23	September 02 September 15 September 29	December 08 December 22

2003 FEDERAL HOLIDAYS

DATE	HOLIDAY	DATE	HOLIDAY
01 JAN 03	NEW YEARS DAY	01 SEP 03	LABOR DAY
20 JAN 03	MARTIN LUTHUR KING'S BIRTHDAY	13 OCT 03	COLUMBUS DAY
17 FEB 03	PRESIDENTS DAY	11 NOV 03	VETERAN'S DAY
26 MAY 03	MEMORIAL DAY	27 NOV 03	THANKSGIVING DAY
04 JUL 03	INDEPENDENCE DAY	25 DEC 03	CHRISTMAS DAY



HUMAN RESOURCES OFFICER

*SHAWN P. KEYES
COL, GS, NJARNG
Assistant Chief of Staff, J1
(609) 562-0852*

We are entering the summer season, which is the busiest time of the year for the all of the full time force in the New Jersey National Guard. I'm not saying that we haven't been busy since September 2001, everyone has. We have been busier and working harder then ever before. Our Adjutant General is aware of this and is just as proud as I am of your accomplishments. I have always said that our only reason for having a job is to support the Traditional Drilling Force, but in these times we are more than that. We have become fully engulfed in this war, whether it's refueling, patrolling our cities from above, protecting our bases, protecting the bridges and tunnels, or protecting the infrastructure at the nuclear power plants, we are busy! We are no longer a part time force we are the "**READY**" force. We as full time employees must keep our personnel trained and equipment ready at all times so that everyone is prepared for the war fight. Have a great summer, respect others and stay and work safely.



Equal Employment Opportunity

MSgt Kathey McCready, 562-0854

SPC Vanessa Plat, 562-0856

5th Annual Unity Day Celebration

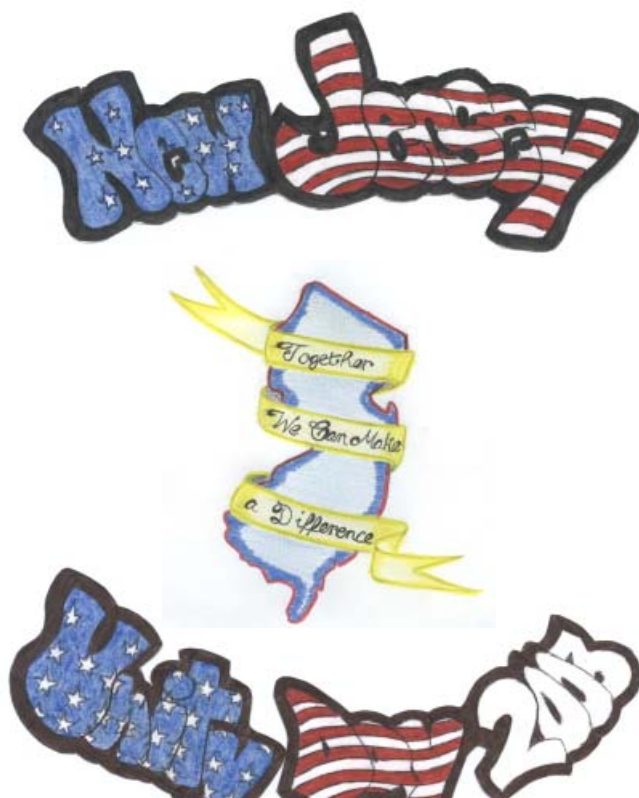
On Thursday, 22 April 1999, the New Jersey National Guard held it's 1th Annual Unity Day. A special ethnic observance designed to enhance cross-cultural awareness and promote harmony among all members of the New Jersey National Guard. This celebration of the contributions of our minorities and women has been quite successful through this multicultural event.

We are continuing this tradition by holding our 5th Annual Unity Day on Friday, 13 June 2003 at the New Jersey National Guard Headquarters Building in Fort Dix. The day will start out with a Fun Walk/Run at 0830, where The Adjutant General for the New Jersey National Guard will kick off the event. Following that event, there will be brief Opening Remarks; Award Presentations followed by the displays and demonstrations from the different cultural groups.

We would like to invite you to attend our celebration and observe or participate in this every special event for the New Jersey National Guard.

Point of contact for questions or concerns is MSgt Kathey McCready, State Equal Employment Manager at 609-562-0854 or SPC Vanessa Brummell-Platt, Equal Employment Specialist at 609-562-0856.

Our 5th Annual Unity Day



Friday, 13 June 2003

**Drill Floor
HQ New Jersey National Guard
Fort Dix, NJ**

**Fun Walk/Run - 0830
Presentation of Displays - 1000 - 1400**

**Set up a display, Share your pictures, Relics or Food with us,
Join us in the Annual Fun Walk/Run, Enjoy our "Chili Cookoff"**

**Contact MSgt Kathey McCready, 562-0854
SPC Vanessa Platt, 562-0856**

Special Emphasis Program Recognition

1. On Friday, 13 June 2003, the New Jersey National Guard will be celebrating our 5th Annual Unity Day. This event is designed to enhance cross-cultural awareness and promote harmony among all members of the New Jersey National Guard. During this event we also want to recognize individuals for their contributions in equal opportunity to our minorities and women in the Department and in their communities. We encourage all supervisors and managers to recognize any member of their unit in any of the Special Emphasis Program areas that are celebrated yearly such as:

Black History Month
Women's History Month
Asian/Pacific American Week
Hispanic Heritage Month
Native American Indian Heritage Month

Also included are individuals who have contributed to the promotion of **Equal Opportunity** or **Diversity** in the Department or their community.

2. Nominations should be sent in letter format with a **brief** paragraph stating how the individual distinguished themselves by contributing to Special Emphasis, equal opportunity or diversity in their unit, community or the department. More than one nomination can be on the letter. Nomination letters should be sent to HRO-EEO, attention MSgt McCready and arrive at our office NLT Monday, 2 June 2003. Individuals will be recognized with the presentation of plaques or certificates by The Adjutant General at the opening ceremonies on Unity Day.

3. Point of contact for questions or concerns is MSgt Kathey McCready, State Equal Employment Manager, 609-562-0854 or SPC Vanessa Platt, State Equal Opportunity Specialist, 609-562-0856.





HEALTH SERVICES
WOC Josephine Grey, 562-0865
SGT Michelle Rizzo, 562-0880
SrA Jacquelyn Bertrand, 562-0858



Active Service Member's Health Insurance Updates

TRICARE Home page: <http://www.tricare.osd.mil>

Current News and Updates daily: *WHAT'S NEW* (on top of screen)

NEWS RELEASES FOR THE WEEK OF APRIL 7, 2003

NEWS RELEASES

DoD Releases Pentagon Family Assistance Center Report

4 April 2003 -- Under Secretary of Defense for Personnel and Readiness David S. C. Chu has issued the Response to the Terrorist Attack on the Pentagon: Pentagon Family Assistance Center (PFAC) After-Action Report.

Pacific Command Limits Asia Trips Due to SARS Outbreak

4 April 2003 -- Defense Department personnel may make only mission-essential trips to China and Hong Kong because of the threat of severe acute respiratory syndrome, U.S. Pacific Command officials said today. [Military Health System Wins Two Secure-Biz Awards](#)

4 April 2003 -- The Department of Defense Military Health System (MHS) took home two awards during the Secure-Biz Leadership Awards Ceremony April 1, 2003, in Arlington, Va.

TRICARE May Change for Some Families

3 April 2003 -- With Operation Iraqi Freedom in full swing, deployments have become common for military members stationed at overseas locations. This can affect health care for family members.

Exercise Good Medicine for Arthritis Sufferers

2 April 2003 -- Should people with arthritis exercise? The answer to this question is a resounding "yes," according to 1st Lt. Justin Theiss, a physical therapist at the medical center here.

TRICARE Benefits

TRICARE policy has changed. Effective **immediately**, if a **reservist** member is called to active duty for **more than 30 days**, their family members are entitled to TRICARE Prime or TRICARE Prime Remote. TRICARE Prime has no enrollment fees, and you must enroll at a Military Treatment Facility (MFT) closest to your home (residential mailing address). TRICARE Prime Remote has no enrollment fees and is available to eligible family members 50 miles or 1 hour from and MFT, and must also reside at the Active Duty members residential address prior to activation. Soldiers may update their residential mailing address before or after mobilization. National Guard sites are encouraged to work with the TRICARE Lead Agent Office to coordinate enrollment in TRICARE Prime Remote.

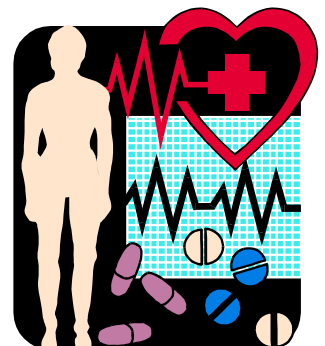
Guard and Reserve family members who choose not to enroll in either the Tricare Prime or TPRADFM program may still use the Tricare Standard and Extra benefits, with applicable cost shares and deductibles.

Guard and Reserve sponsors need to verify that DEERS information for themselves and their family members is accurate and up-to-date. They are encouraged to contact DEERS at the Defense Manpower Data Center Support Office toll free at (800) 538-9552. Sponsors and family members may also update their addresses in DEERS on the Tricare Web site at: <http://www.tricare.osd.mil/DEERSAddress/>

Future updates regarding benefits for members of the Guard and Reserve and their family members will be posted on the Tricare Web site at <http://tricare.ods.mil/reserve>.



TRICAREBenefits.pdf



REVISED RESERVE COMPONENT INSTRUCTION

EFFECTIVE IMMEDIATELY:

All **FORMAL LINE OF DUTY** injuries will be paid by TRICARE for **ALL INITIAL EMERGENCY CARE** and any additional follow-up treatment the soldier requires up to the date of the determination from the National Guard Bureau. This applies to soldiers in an **Annual Training, Active Duty Special Work, and Active Duty Training status**.

Units must forward the completed DA 2173 with ALL signatures, copy of orders, and MMSO coversheet pending the LOD completion.

IAW AR 135-381, para 2-6h, if a Formal Line of Duty determination is to be found NOT IN THE LINE OF DUTY, entitlement to further funded medical care **CEASES** and treatment costs become the **patient's responsibility**. When in an inactive duty status as described in para 1-5e, medical care costs are the responsibility of the soldier **UNLESS** found to have been incurred or contracted IN THE LINE OF DUTY. All IDT soldiers will be reimbursed through TRICARE for any out of pocket expenses for APPROVED FORMAL LINE OF DUTY determinations.

Same procedures apply forwarding the MMSO (Military Medical Support Office) coversheet to the HSS office for submission of payment. All forms must include signature from Commander or unit representative.

There are new procedures for claims processing procedures for RC personnel requiring civilian medical treatment for LOD related injuries/illnesses.

Some key changes:

- ❑ Medical claims will be sent directly to the TRICARE contractor for processing.
- ❑ The MMSO coversheet (aka NG/RES Form) will be used as a return receipt document Clarification on eligibility status using "presumptive ILOD findings" / interim LOD.





SENIOR PERSONNEL, NCO

MSG Michael Zelenski (609) 562-0863

AGR Personnel have or will complete total years of Active Federal Service as indicated below:

Five years service

CPT	Coakley Timothy Arthur	25 Apr 03
SGT	Yusko Richard Alan	28 Apr 03
SGT	Jensen David Jan	21 Apr 03
CPL	Forenback Mark Albert	25 Jun 03

Ten years service

SFC	Daugherty Patrick L.	15 Apr 03
CPT	Fest George Stephen	8 May 03
SSG	Falls Tracey Lee	9 May 03

15 years service

MAJ	Majury David Brian	28 Jun 03
MAJ	Alvarado Walter Luis	1 Apr 03
MSG	Cuff Robert Mark	26 Apr 03
SGT	Richter Paul Brian	13 Apr 03

20 years service

CSM	Blazakis James Michael	30 Apr 03
MSG	Estrada Alexandro	24 May 03
SFC	Fortuna James Joseph	16 Apr 03
SFC	Toms Howard Joseph Jr.	5 Apr 03

Congratulations to personnel listed below on their promotions:

COL Kent Milliken	42d Div Spt Cmd
LTC Robert Schofield	HQ STARC
CW2 Glenn Eckenrode	HQ STARC
SGM Frank Sippel	57 th Trp Cmd

(Senior Personnel cont.)

SFC Steven Katkics
SSG Melissa Snock
SGT Rachelle White
SGT Kyle Layton
SGT Charles Esposito

50th Bde 42nd Inf Div
250th Spt Bn
57th Trp Cmd
HQ STARC
HQ STARC

Congratulations to the personnel listed below on their retirements:

Apr 03

SGM Michael Hughes
SFC Howard Toms
SFC Edward Armstrong

57th Trp Cmd
3-112th FA
250th Sig Bn

Jun 03

SGM John Schamber

50th Bde 42nd Inf Div

Congratulations to personnel listed below on their promotions:

LTC Walter Alvarado HQ STARC
LTC Eugene Ingrao
LTC John Sarama
LTC Henry Schepens
SGM Anthony Cahill
MSG Harold Homan
SSG James Birchfield
SGT Mercedes Morgan

HQ STARC
HQ STARC
HQ STARC
50th Bde 42nd Inf Div
T3BL
1-114th Inf
250th Sig Bn

Congratulations to the personnel listed below on their retirements:

June 03

SGM John Schamber

50th Bde 42nd Inf Div

July 03

MSG Joseph Krisantis T3BL
SSG Luis Vasquez

250th Sig Bn

Aug 03

MSG James Thompson
SFC Anthony Davis
SFC Ronald McTighe
SFC Michael Miragliuolo

254th Reg (CA)
2-113th Inf
250th Sig Bn
Rec & Ret Cmd





EMPLOYEE RELATIONS

CMSgt Kathy L. Christian, (609) 562-0881

Useful web sites for information relative to employee benefits: www.opm.gov, www.tsp.gov, and www.fedweek.com. The employee relation's section is always available to assist with any questions relative to your federal benefits.

TSP open season began on 15 April and ends on 30 Jun . During open season, eligible members may elect to begin contributing to the TSP and change the amount of your TSP contributions. Complete and forward a TSP-1 to make changes to the Human Resource Office.

LEAVE AND EARNINGS STATEMENTS

Worth repeating due to recent retroactive pay adjustments - Please review your leave and earning statement. You, the employee, have a responsibility to verify that your leave and earnings statement is correct each pay period. Earnings, deductions and leave are susceptible to error. Whenever a change occurs in either your pay or benefits you must verify that the change has properly processed. The Human Resource Office (HRO) works diligently to avoid such problems; however, you should keep a watch. You may obtain 2003 pay tables at www.dfas.mil or contact the HRO at (609) 562-0864, 0866, or 0881.

Employee Relations – CMSgt Kathy Christian (609) 562-0881

Conduct Management
Leave Administration
Federal Benefits – TSP, FEHB, FEGLI, and NGAUS

Personnel Asst - PFC Elizabeth Obuobisa (609)562-0864

Retirements
OWCP
Federal Benefits – TSP, FEHB, FEGLI, and NGAUS

Personnel Asst - Cathy Timmons (609) 562-0867

Incentive Awards
Appraisals
WIGIs
Military Deposits
Federal Benefits – TSP, FEHB, FEGLI, and NGUAS

Personnel Clerk – PFC Tawasha Vann (609) 562-0866
Personnel Clerk – SPC Selicia Davis (609) 562-0887

Federal Benefits - TSP, FEHB, FEGLI, and NGUAS



EMPLOYEE DEVELOPMENT SPECIALIST

Lt Devon Hanson
(609) 562-0874

The year is only half over and we have spent over 80 percent of the travel and training budget. This is good and bad. It's good because people are getting trained. It's bad because a lot of this training was not forecasted because units did not complete their **training survey** (Army). This next survey will be different; units that do not complete their surveys will not be funded for technician training. The annual technician/AGR training survey will be due out soon and I would recommend that all estimated training requests be submitted. This survey helps in justifying and defending the training budget.

It's obvious that training is important and our members like to get trained. I would hate to have to tell someone they couldn't go to training because their unit never submitted a training survey. Please complete and submit your survey. I am always here to answer any of your training questions and advise you on any technician related training.

Some on-site upcoming courses for this year are:

Mid-Career Retirement Seminar **Supervisor Training**

Please feel free to e-mail or call me for any training request or questions you may have. Some training to keep in mind for your people as a whole are: **Stress Management, How to Deal With Difficult People, Professionalism in the Workplace, and Violence in the Workplace.**

Just a reminder:

1. When requesting training please submit information on the training course you are applying for along with the DD Form 1556.
2. A supervisor must sign the DD FORM 1556.
- 3.
4. Copy three and nine of the evaluation sheet must be completed by trainee within two weeks of course termination; the trainee's supervisor will complete the supervisor's portion within three weeks and returned to HRO/EDS.
5. Certificate of Training should be submitted to HRO/EDS.
- 6.
7. All 108th ARW personnel requesting orders for a training course must send a copy of the request to the HRO/EDS along with the DD Form 1556

If you have any questions or are unsure of training issues please give me a call, 1Lt Hanson, at 609-562-0874, DSN 944-0874.